



University System of Maryland Job Class Specification

TITLE: UNIVERSITY POLICE OFFICER II
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-333051

JOB CODE: N12UP2
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: POL

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 7/1/2001

JOB SUMMARY

Under general supervision performs the duties of a Police Officer. Participates as instructed in specialized unit activities such as crime prevention, re-certification, instructing criminal investigations or special events.

PRIMARY DUTIES

1. Patrols designated areas by vehicle and foot to identify and report safety hazards, detect violations of laws and ordinances, and identify wanted vehicles, persons, and unusual conditions. Maintains a visible presence to deter crime.
2. Responds to calls for emergency service, evaluates the situation and determines appropriate course of action. Performs crowd control; responds to emergency situations; administers emergency medical aid.
3. Conducts preliminary and follow-up investigations by interviewing and obtaining statements; collects, preserves, and processes evidence.
4. Conducts surveillance and serves warrants and summonses. Performs searches and detains suspicious vehicles and persons. Arrests, searches, restrains, transports, guards, and processes violators.
5. Interacts with campus community and establishes rapport with public.
6. Mediates disputes and provides advice on legal rights and processes. Performs crisis mediation with persons involved in domestic and civil disputes, suicide, or hostage situations.
7. Operates a variety of communication equipment to obtain, report, and verify information. Prepares and completes a variety of detailed reports and forms to support investigations.
8. Prepares cases; appears and testifies in court.

N12UP2 - SYSTEMWIDE - UNIVERSITY POLICE OFFICER II

Page 2

9. Enforces laws, ordinances, and institutional regulations.
10. Directs traffic, investigates accidents, determines cause and takes appropriate action.
11. Inspects and maintains assigned equipment including firearms and clothing. Operates and utilizes various types of law enforcement equipment such as firearms and other self defense tools and criminal detection devices.
12. Assists in the training and directs the activities of law enforcement and other support personnel.
13. Participates as instructed in specialized unit activities such as: crime prevention, recertification instruction, criminal investigations, or special events.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Satisfactory completion of a Maryland Police Training Commission recognized or approved Police Academy Training program and successful completion of a Police Field Training program.

OTHER: Certification as a sworn Police Officer recognized by the Maryland Police Training Commission and valid Maryland Non-commercial Class C or equivalent driver's license.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of citizens rights and responsibilities; of federal, state, and local laws and ordinances. Skill in detecting situations imperiling public safety; in operating emergency vehicles under all conditions; in the care and use of firearms, self defense tools and criminal detection devices. Ability to communicate effectively both orally and in writing; to operate two way radios and telephones in a variety of environments; to apply knowledge, experience, and reason to arrive at prompt and effective decisions for both routine and critical situations; to show sensitivity in interactions with a diverse population; to maintain composure and demonstrate restraint in stressful and dangerous situations; to perform extensive sitting, driving, standing, walking, climbing, and running; to lift, drag, and carry heavy objects; to establish and maintain effective working relationships; to follow oral and written directions; to provide guidance and training to others; to respond to emergency situations requiring physical stamina and force; to enter and exit vehicles frequently and quickly; to work in and wear personal protective equipment; to conduct preliminary and follow-up investigations.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the

knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class are required to maintain certification as specified by the Maryland Police Training Commission. Employees in this job class may be subject to pre-employment and random drug testing.